

# School & Classroom Enrichment Grant Application Instructions

To apply, visit: [bit.ly/32lptv](https://bit.ly/32lptv). (Use Google Chrome as your browser)

1

Click on **"REGISTRATION"** under the image in the middle of the page on the right side and register using your @hcps.net email address.

2

Click on **"ADD A GRANT REQUEST"** to begin your application

3

You can click on **"SAVE AS A DRAFT"** until you have completed the application and are ready to **"SUBMIT"** for approval.

## To Apply You Will Need:

**Project Title** - Use a creative title that "hooks" the reader.

**Project Deadline** - Enter the date by which your project/program will need to be funded, so you have time to complete your project/program by **May 1, 2024**. **Please note: the deadline to apply for funding is January 31, 2024 by 11:59 p.m.**

**Category** - Please select a category that aligns with the subject of your project or program. If you do not see an applicable label, please choose **"Other."** If the project impacts more than one area, choose the one with the highest emphasis.

**Grade Level(s) Impacted** - You can select a single grade or school range; if you serve multiple grade levels, please choose the one with the highest percentage of students involved in the project/program and make notation in the **"How the Project Benefits Students"** section.

**Project Goal** - Clearly state the goal of your project. Also, remember the public will be reading your application, so avoid using educational jargon.

**How the Project Benefits Students** - Provide a detailed description of your activity/project and state your planned timeline for implementation. (For example, is it a one-time activity or permanently integrated? How does the grant connect to your current curriculum? How will students benefit academically? How will it improve achievement and provide educational enrichment?)

**Expected Outcomes** - Provide a description of the expected outcome. (For example, how many students and teachers will benefit? What will the grant accomplish? What change will result? How many students will be impacted in the future if the item(s) are reusable?) Include quantifiable measurables where possible, such as anticipated improvement in test results and grades.

**Items (Budget)** - Use the rows to provide an itemized description and cost. It is important to be as specific as you can (for example, specific vendor, quantity, color, etc.). However, if you are ordering items that are the same/similar (like multiple books) you do not need to list every item on a separate line. You may enter a basic description, quantity and total cost. If the item has a related Lawson number, you should include the specific code. Don't forget to include shipping and handling fees. **Furniture, one-year software subscriptions and technology such as computers, tablets, iPads, etc. will not be funded this year.**

**Image** - The system provides images related to the type of project; however, **you are encouraged to upload your own image that represents or would spark interest in your program.** If you do not have any images, stock photos are available.

Once you have completed your application, click **"SUBMIT REQUEST."** Your submission will automatically be sent to Hillsborough Education Foundation via email. Once your application is accepted by HEF, the project will be posted on our online platform. You will receive an email notification that your project is being considered by HEF's Review Committee and another if your request is funded.

**We encourage you to join us in promoting your project to parents, friends and other school supporters via social media and/or email using your project's designated link provided on your grant page.**



### Questions?

Please contact Angie Anthony at [aanthony@educationfoundation.com](mailto:aanthony@educationfoundation.com)